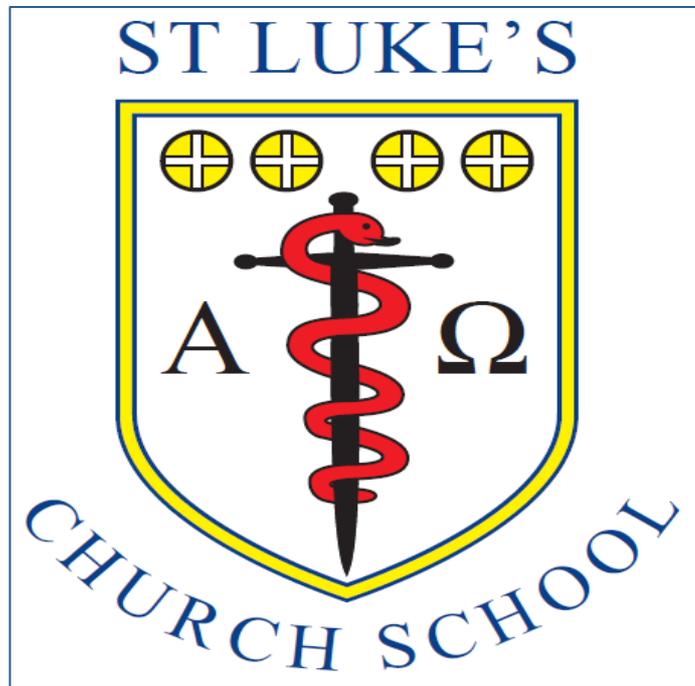


St Luke's C of E Primary School



Year 1 Handbook

School Office: 0161 770 8404

Text/Voicemail Service: 0161 375 0042

(Available 24 hours)

Dear Parents,

I would like to take this opportunity to "Welcome" your child to Year 1. I hope the following information will be of assistance to you and your child and will help in ensuring a smooth transition from Year R to 1. Your child will meet a variety of different teaching techniques this year, ranging from some more formal whole class teaching, as well as styles they are already familiar with such as learning through play and integrated day. They will be supported this year by Mrs Downing and Mr Rahman.

We are continuing to use "theme based" teaching following the success of last year. Details of each theme from the IPC (International Primary Curriculum) will be sent out before each one begins. This term we will be following a unit of work called "Who am I". In Science we will be looking at healthy living and what we can do to live a healthy life. In Geography we will be looking at the places we visit with our families and the journeys we go on and in Art we will be looking at creating our own self-portraits. P.E will be on Tuesdays and Thursdays. Please ensure your child has their full P.E kit on these days. P.E Kit is as follows: **yellow t-shirt, blue or black shorts and black pumps**. All items should have your child's name in them and should be kept in a P.E bag (available from the school office at £3.00). Kits should remain in school all term and will then be taken home during holidays. For health and safety reasons children are not allowed to wear earrings whilst doing P.E, it would be helpful if they could remove their earrings on P.E days, or please provide your child with plasters so that we can cover the earrings during the lesson for safety. Please note teachers are not permitted to remove earrings.

Your child will need to continue to bring their blue St. Luke's book bag into school on a daily basis. If your child does not have a book bag these can be purchased from the school office for £3.00. I will be giving out new reading books and reading records. Please help your child practice their reading and discuss their reading with them. When you read with your child I would greatly appreciate it if you could record any reading at home in their reading record, please feel free to write about what you did and how they have done. We ask for three comments per week in their reading record. Your child will change their book once a week when they can read the book, but also if they are able to talk about the story, explain events and show they understand it too.

Every time their reading diary is signed, they will receive a smiley. In line with our Assertive Mentoring programme, if they read 3 or more times a week they will be green. This is to encourage regular reading and hopefully promote a love for it! This will be checked once a week during group reading sessions. Your child will be tested on their spellings weekly. They will receive new spellings for the weekend and any help you can give them at home would be greatly appreciated. I have taught them the strategy of **Look** (they look and read the word), **Cover** (they cover over the word), **Say** (say the word out loud), **Write** and **Check**.

This year we will be trying to develop your child's independence, we would appreciate it if you could leave your child at the classroom door each morning and encourage them to hang their coats on their pegs independently and settle down to their early morning activities. If you have any questions, please do not hesitate to come and talk to me, it is best to catch me after the school day has ended and all children have gone home. I hope this will be an enjoyable and productive year for your child and together we can ensure they reach their full potential.

Mrs Connell

Message from the Headteacher

Dear Parents,

This booklet has been written to provide you with information about St Luke's CE Aided Primary School for the coming year. We have tried to set out the information as clearly as possible but should you have any queries or concerns please do not hesitate to contact the school.

Information can also be found on our website (www.st-lukes.oldham.sch.uk). News and other information will be updated on a regular basis. We also, at times, send messages via our text / voicemail messaging system which can also be used by parents to report absences. (0161 375 0042)

We look forward to working with you this forthcoming year to ensure your child makes good progress and enjoys school in a safe and caring environment.

Please remember you are more than welcome to join us for our end of the week assembly each Friday at 2.40pm.

Yours sincerely

Mr Ian Walsh

School Staff

Senior Leadership Team

Mr Walsh	<i>Headteacher</i>
Mrs Dickinson	<i>Deputy Headteacher</i>

Classroom Staff

Reception	Miss Campbell	<i>Class Teacher</i>
	Ms Moseley	<i>Teaching Assistant</i>
	Miss Saeed	<i>Teaching Assistant</i>
Year 1	Mrs Connell	<i>Class Teacher & SENCO</i>
	Mrs Downing	<i>Higher Level Teaching Assistant</i>
	Mr Rahman	<i>Teaching Assistant</i>
Year 2	Miss Hoggard	<i>Class Teacher</i>
	Mrs O'Hara	<i>Teaching Assistant</i>
Year 3	Mr Elliottt	<i>Class Teacher</i>
	Miss Mellor	<i>Teaching Assistant</i>
Year 4	Mr Wilbur	<i>Class Teacher</i>
	Mrs Cavanagh	<i>Teaching Assistant</i>
Year 5	Mr Furlong	<i>Class Teacher</i>
	Miss Metcalfe	<i>Higher Level Teaching Assistant</i>
	Mrs Bolton	<i>Teaching Assistant</i>
Year 6	Mrs Hurst	<i>Class Teacher</i>
	Mrs Trickett	<i>Higher Level Teaching Assistant</i>
	Miss Frost	<i>Additional Support</i>

Support Staff

Mr McGonigle	<i>Family Liaison Officer</i>
Mrs Wrigley	<i>Business Manager</i>
Mrs Scholefield	<i>School Administrator</i>
Mr Murray	<i>School Caretaker</i>

Before & After School Club

Mrs Trickett	<i>Before & After School Club Manager</i>
Mrs Hickman	<i>Before & After School Club Co-ordinator</i>
Miss Dunks	<i>Before & After School Club Playworker</i>

Key Information

ARRIVAL AT SCHOOL AND HOME TIME

School opens at 8.50 a.m.

The children come in through the playground to the classroom door, where they will be met by the class teacher.



The doors open for children at 8:50am ready for lessons to begin at 9.00am. It is essential that children are seated in their classroom at this time for a prompt start to the day. Please be punctual and allow your child to come into school independently.

Should there be an occasion when you arrive after 9 a.m. please report to the school office via the Main Entrance.

School finishes at 3.15 p.m.

Please be in the playground at 3.10 p.m. as younger children can get very distressed if parents are not present when the doors are open. In the infants, each child is dismissed individually as we see each parent. Junior children make their own way out to meet parents but are instructed to come back into school immediately if their parents/carer are not there. Should you be running late for any reason, please telephone to let the school know so that children can be looked after. **From 3.25pm children will be placed in after school club and parents will be charged appropriately. We do not allow smoking or dogs in the school playground.**



For safety reasons may we remind parents NOT to park in school grounds.

SCHOOL BAGS



Your child will need a schoolwork bag to take reading books, their own work and school letters home. Please send the bag into school every day. The St Luke's book bags (£3.00) are available from the school office at the main entrance.

BREAKTIME



We provide milk and fruit for children in Reception, Year 1 and Year 2 classes at break-times. We also have a 'fruit shop' where children in Years 3, 4, 5 and 6 can buy fruit.

LUNCH



We would like every child to take advantage of our excellent healthy school meals by having a school dinner. Our school cook provides an extremely extensive menu of very nourishing, well-balanced meals that all our children thoroughly enjoy.

We are a Healthy Eating School with several certificates and awards for promoting good practices for health and well-being.

PACKED LUNCHES

If your child chooses to bring a packed lunch to school, can you please ensure that you send them in with a healthy meal. We do not allow children to bring in chocolate bars, fizzy drinks or sweets.

DINNER MONEY

Dinner money needs to be paid in advance as we have no credit facilities. It should be sent in with your child on a **MONDAY MORNING**. The correct amount for the week should be in an envelope clearly marked with your child's name, class and amount. Dinners are only £2 per day! Please hand in dinner money to the class teacher or put it in your child's book bag for them to hand to the teacher.

FREE SCHOOL MEALS



If you think your child could be entitled to Free School Meals then it is essential that you apply to the Welfare Benefits Dept. at the Civic Centre, Oldham (0161 770 6688). All infant children are now entitled to a free meal.

EXTRA-CURRICULAR ACTIVITIES

There will be a variety of activities on offer throughout the year. Your child will be bringing home the details in the near future of any clubs they would like to take part in.

SWIMMING

It is a requirement of the National Curriculum that all children attend swimming lessons during Key



Stage 2. Year 4 children will be going swimming every Monday afternoon throughout the school year. Can you please ensure that they always bring their swimming kit to school (trunks or swimsuit, towel and swimming cap) as it is important that all the children attend the swimming classes. Can you please ensure that swimming caps are provided for all girls and any boys with long hair. No jewellery should be worn.

MOBILE PHONES

If your child brings a mobile phone in to school it **MUST** be handed in to the class teacher at the beginning of the day. It will be handed back to your child when school finishes at 3.15pm. If you need to get a message to your child during the school day then please contact the school administrator on 0161 770 8404 and they will ensure any messages are passed on.

BIRTHDAYS

We always celebrate your child's special day in class and at the end of week assembly. There is no need to send anything into school for birthdays such as sweets, crisps, etc. as we are a healthy eating school and are unable to give them to the children, which can cause upset.

JEWELLERY, MAKEUP & HAIR



For Health and Safety reasons, children should not wear jewellery for school. Only ear studs are allowed but these must be removed by the child or covered with a plaster for PE and games. We do not allow any children to wear makeup for school. Can we please also ask that any extreme haircuts and hair colouring are left until the school holidays. Girl's hair should be tied back away from their face.

COATS

Please send your child with a coat every day as the weather is so changeable. We play outdoors at break time and lunch time, so a coat with a hood is preferable.

SCHOOL UNIFORM

All children in school wear our uniform. Please ensure all uniform items are clearly labelled with your child's name, as we cannot take responsibility for personal items.



The uniform items are:

- School sweatshirt or cardigan (available from school)
- Yellow polo shirt
- Grey trousers for boys. Grey skirt or trousers for girls
- Blue and white or yellow and white gingham dress for girls
- Black shoes only (not trainers)
- White/grey socks or grey tights

Please do not send your child in coloured/patterned socks or tights.

PE KIT (which should be kept in school in a draw-string bag):

- Navy blue shorts
- Yellow round neck T-shirt (available from Debonair, at the rear of Oldham market or from school)
- Black pumps

Please note we send home PE Kits every holiday to be refreshed and to check shoe size, as your child may need the next size of pump for the next term.

ABSENCES



Parents need to contact school before 9.30 a.m. if your child is unwell and is not able to attend school. The school now operates a text/voicemail service, the number is **0161 375 0042 (AVAILABLE 24 HOURS)**.

The school telephone number is **0161 770 8404**.

If we do not receive notification of absence there may be a telephone call/text to you to verify the reason for absence.

HOLIDAYS DURING SCHOOL TIME

Good attendance is key to good progress. Parents **do not** have the legal right to take their child out of school on holiday during term-time and holidays during term-time can have a detrimental impact on your child's educational achievement.

School will NOT authorise any holidays during term time. Please note that a Penalty Notice can be issued when there are at least 5 days unauthorised absence (equivalent to a week's holiday) recorded on your child's register.

If you have any questions about this matter, please do not hesitate to contact Mr. McGonigle in the first instance. A list of the school holidays for 2016/2017 is printed at the back of this handbook.

MEDICAL INFORMATION



If your child has any specific medical requirements please inform the school. Should your child feel unwell during the school day we will always contact you if we feel your child needs to go home. Please ensure that you provide an obtainable emergency telephone number, preferably a land line number as we do sometimes have an occasion to send a child to hospital for emergency treatment and need to be able to inform you of your child's condition.

Should your child experience diarrhoea or vomiting, a minimum of 48 hours away from school is required to avoid the risk of infecting other children.

MEDICAL APPOINTMENTS

It is really important that dental and doctor's appointments are made out of school hours. We appreciate that this is not always possible but children do miss vital lessons when they are taken out of school during the school day. You must show an appointment card for any appointment in school time. Failure to do so will result in the absence being recorded as unauthorised.

BEFORE AND AFTER SCHOOL CLUB

The Breakfast Club runs from 7.45am – 8.50am (£5.00 per session). The After School Club session runs from 3.15pm – 5.30pm (£6 per session). We are proud to support our parents by accepting childcare vouchers for both breakfast and after school club. To discuss this further please contact Mrs Trickett in the after school club.

The entrance to both of these clubs is now at the side of the school building and not at the main entrance. Further details and admission forms are available from the school office.

CELEBRATIONS



We always like to celebrate achievements in our school.

We award “smilies”, stickers and certificates to motivate the children to work co-operatively and behave appropriately.

Children are also encouraged to share the accolades they achieve out of school by bringing in cups, trophies, medals and certificates to the Celebration Assembly on Fridays.

The Celebration Assembly takes place every Friday at 2.40 p.m. in the school hall. All parents, friends and carers are welcome to attend.

What your child needs for school:-

- School uniform
- School P.E. Kit in a P.E. Bag.
- Warm Coat
- Hat & Gloves
- Book Bag

Please can you ensure that all items of clothing have your child's name on them in a permanent marker or are fixed with non-removable name labels.

Safeguarding Children

Parents should be aware that the school would take any reasonable action to ensure the safety of pupils. Where the school is concerned that a child may be the subject of ill treatment, neglect or other forms of abuse, staff must follow Oldham Child Protection Procedures and report their concerns to Oldham Social Services Department.

Top Tips for Helping Your Child through Their Time at School.

- Talk to them about school and share their enthusiasm when telling you about their day
- Read with them on a regular basis
- Help them to listen to others
- Help and encourage them with their homework
- Make sure your child is always wearing their full school uniform
- Make sure they have a good night sleep, as not doing really does affect them
- Make sure they have a breakfast every morning
- Ensure sure your child is aware of who is collecting them from school each day
- To remember their lunchbox everyday (*if on packed lunches*)

Your Concerns

There may be issues that arise once your child has started school. Please feel welcome to contact school to discuss any issues you may have about your child. Your first point of contact should be your child's Class Teacher.

Head Teacher: Mr. Walsh

Deputy Head Teacher: Mrs. E. Dickinson

School Liaison Officer: Mr. McGonigle

Anything Else



Please feel free to pop in to school and speak to our administration staff for any other help and support that you may need.

St Luke's C.E. Primary School

Tel: 0161 770 8404

Holiday List 2016 – 2017

No holiday during term time will be authorised

School opens on	School closes on	Number of Days in school
Monday 5 th September 2016 <i>School opens at 8.50 a.m.</i>	Friday 21 st October 2016	35
Closed Autumn Half term		
Monday 31 st October 2016	Thursday 22 nd December 2016 <i>Close at 2 p.m.</i>	39
Closed Christmas Holidays		
Monday 9 th January 2017	Friday 10 th February 2017	25
Closed Spring Half term		
Tuesday 21 st February 2017	Friday 7 th April 2017	34
Closed Easter Holidays		
Wednesday 19 th April 2017 Closed (May Day) Monday 1st May 2017	Friday 26 th May 2017	27
Closed Summer Half term		
Monday 12 th June 2017	Friday 21 st July 2017 <i>Close at 2 p.m.</i>	30
